

Safeguarding Children:

While working at Bedenham Primary School, you have a duty of care towards the children/pupils/students here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the class teacher who will report it to the **DSL, Caroline Wood** if necessary.

This is not an exhaustive list but you may have become concerned as a result of:

- observing a physical injury, which you think may have been non-accidental.
- observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- observing behaviour that leads you to be concerned about a child or young person.
- a child or young person telling you that they have been subjected to some form of abuse.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in the blue folder in the staff room.

Please make sure you read our child protection policy.



Code Of Conduct

for visitors and volunteer
helpers at
Bedenham Primary
School

Welcome to Bedenham Primary School

We believe that it is important for you to know clearly your roles and responsibilities whilst working with children. As a visitor, or helper to the school you may attract a great deal of attention and be seen as a role model. It is therefore important that you consider your own conduct carefully and aware of certain school procedures. Some of these are detailed below.

Before you begin working with the children a member of staff will discuss what you intend to speak about to ensure it is appropriate to the age and maturity of the children. Your CRB status will also be checked in order to safeguard the children.

We have a volunteer's policy which should be signed if appropriate.

Our school rules are:

- We will respect others.
- We will be responsible for our school.
- We will think before we act and be responsible for our actions.

In addition each class creates a class charter with additional rules / key points - these can be found in the classrooms.

If you are concerned about the behaviour of any children please bring it to the attention of the class teacher / teaching assistant who will use the school rewards and sanctions as set out in our behaviour policy.

Expectations:

- Sign in and out and wear a visitor's badge whilst in the school.
- Respect all children and treat them equally regardless of racial origin, religion, culture or gender.
- Make yourself aware of the fire procedures and your nearest fire exit. A leaflet is available.
- Read the school Child Protection Policy and make sure you alert the teacher of any concerns you may have over a child; no matter how small.
- Speak to children in a way they can understand.
- Be positive and smiley.
- Wear appropriate clothing for working with children.

Please refrain from:

- Smoking in the school or school grounds.
- Physical contact with children.
- Being alone with a child.
- Taking any photographs of children unless under the instructions of the class teacher using a school camera.
- Promoting any religious or political beliefs.
- Administering any First Aid to children - send them to the school office if they need treatment.
- Offering any child confidentiality - ask them to speak to a member of staff.